

U.S. SERVICE ACADEMY APPLICATION FOR NOMINATION INSTRUCTION SHEET

**THE DEADLINE FOR RETURNING ALL APPLICATION MATERIALS TO MY
BALTIMORE OFFICE: FRIDAY, NOVEMBER 12, 2004**

INSTRUCTIONS

In order for your application to receive full consideration for a nomination, all seven of the items listed below must be received in my Baltimore office by **November 12, 2004**.

The items are:

1. Basic Fact Sheet with a 2" x 2 ½" photo of yourself
2. Background Questionnaire
3. Notarized Affidavit of Residency
4. 250-word essay
- * 5. Three letters of recommendation
- ** 6. Your highest SAT and, if applicable, ACT scores
- *** 7. Your High School and /or College transcripts

The address of my Baltimore office is:

**The Honorable Benjamin L. Cardin
600 Wyndhurst Avenue
Suite 230
Baltimore, Maryland 21210
ATTN: Anne Irby**

SPECIAL NOTES

*** Letters of Recommendation**

You must submit three letters of recommendation. Most letters come from teachers, school counselors and employers. Letters from immediate family members are not accepted. We want to hear from those who can best attest to your qualifications to attend the academy.

Letters should be sent to the above address. Be sure to confirm that all recommendation letters that you have requested have been received in my office.

**** SAT and ACT Scores**

SAT I: Reasoning Test and ACT scores will be considered in the selection of academy nominees. It is imperative that you take the SAT I test if you wish to be considered for an academy nomination. The ACT tests are discretionary.

The SAT test will be conducted on October 9, November 6, December 4, 2004 / January 22, March 12, May 7, and June 4, 2004. You should have your SAT scores sent directly to my office. My code number is 5468.

The ACT tests will be conducted on September 25, October 23, December 12, 2004 / February 12, April 9, and June 11, 2005. You should have your ACT scores sent directly to my office. My code number is 7445.

***** Transcripts**

You must provide an official copy of your high school transcript. The transcript must list your senior year courses and, if available, your mid-term grades. The transcript can be sent directly to my office.

You should also provide a transcript of any prep school or college work you have already completed.

QUESTIONS

If you have any questions about the nomination process or the materials you need to provide, please call **Anne Irby** of my staff at **410-433-8886** or **410-974-9703** (Annapolis), or you may e-mail her, anne.irby@mail.house.gov.

PART 1

BASIC FACT SHEET

Photo here

NAME _____
LAST FIRST MIDDLE

PERMANENT HOME ADDRESS _____

E-MAIL: _____

SSN: _____ HOME PHONE: _____

HEIGHT _____ WEIGHT _____

SEX _____

DATE OF BIRTH _____

HIGH SCHOOL _____

DATE OF GRADUATION FROM HIGH SCHOOL _____

ARE YOU PRESENTLY ATTENDING PREP SCHOOL OR COLLEGE ? _____

NAME AND ADDRESS: _____

PLEASE CHECK OTHER NOMINATION SOURCES YOU HAVE CONTACTED:

- 1. Presidential ()
- 2. Vice Presidential ()
- 3. Senatorial ()
- 4. Other ()

IF ALREADY IN THE ARMED FORCES, GIVE BRANCH OF SERVICE, RANK AND ENTRY DATE:

ACADEMY CHOICE

ALTERNATE (PLEASE RANK 1-3, 1 BEING

FIRST ALTERNATE

CHOICE)

Air Force _____
Military _____
Naval _____
Merchant _____
Marine _____

PART 2

BACKGROUND QUESTIONNAIRE

(May be completed on word processor or legibly handwritten)

The following questions are designed to aid in judging your character, physical fitness, academic ability, and leadership potential based on your high school experience.

1. Describe your hobbies and interests.

2. Describe any work experience you have had.

3. List any activities in which you feel you have a particular talent.

4. List the sports and games in which you have participated, any leadership positions you have held or are holding, and any sports-related honors you have received.

5. List any community or extracurricular activities in which you have been involved.

6. List the academic areas that are of greatest interest to you.

7. List the places to which you have traveled or visited.
8. List academic or community honors, prizes, or awards you have received.
9. List any books you have read in the last year that you enjoyed and why.
10. What do you consider your most outstanding achievement?
11. Have you been arrested or convicted or fined for any violation of law (other than a minor traffic violation)? If so, please explain.
12. Have you ever been suspended or expelled? If so, please explain.

PART 3

AFFIDAVIT OF RESIDENCY

(This statement confirms that the applicant or his/her parent or guardian is domiciled in the Third Congressional District of Maryland. Residence is defined as a person's fixed, permanent and principal home for legal purposes. This form is to be completed by the parent or legal guardian of the individual seeking a nomination, if said person is a minor. If the individual is not a minor, the form may be completed by the applicant.)

I, _____, being of lawful age, a United States Citizen, a resident of _____ in _____ County/City, Maryland, do under oath and penalties of perjury, depose and say:

That I am the parent entitled to the custody of, or the legal guardianship of _____, a minor, who has applied to the Honorable Benjamin L. Cardin for consideration as a nominee to a U.S. Service Academy; that the said individual is my son/daughter/self, and is in my legal custody or is my legal ward and lives with me; and that our legal residence is (address):

_____.

That in evidence thereof, I depose and say that:

a. I am registered as a voter in the Third Congressional District, in _____ County/City, Maryland, and

b. I file income tax returns and pay state income taxes to the State of Maryland, from my domicile at (address):

_____.

Signature of Parent/Guardian/Self

Subscribed and sworn to before me this _____ day of _____ 2004.

_____, *Notary Public*

PART 4

250-WORD ESSAY

**Why do you want to attend a U.S. Service Academy?
(Handwritten essay will not be accepted)**